



CITY OF NEW ORLEANS

ReqtoCheckSTAT

***Reporting Period: May 31<sup>st</sup>, 2013***

## **Context**

In order to deliver critical services for its citizens—such as constructing roads, rehabilitating homes, or picking up trash—the City often engages with private companies with specialized expertise. Because these and other services are so critical, Mayor Landrieu has made it a priority for vendors to be selected fairly, for contracts to be negotiated expeditiously and in the best interests of New Orleanians, and for vendors to be paid in a timely manner.

## **What is ReqtoCheckStat?**

In order to improve the performance, accountability, and transparency of the City's contracting system, Mayor Landrieu asked the Office of Performance and Accountability to design a performance management program for the entire process of contracting out services—from the requisition of budgeted funds to the issuance of check for services rendered. The result is ReqtoCheckStat, a performance management system where key City officials review data to assess how the City is meeting its goals and to hold departments accountable for their results. ReqtoCheckStat, which takes place monthly, are working meetings, intended to provoke constructive dialogue on what is working, what is not, and what the City needs to do to improve.

## **Can I participate?**

These meetings are open to the public. Members of the public are invited to submit questions, which will be addressed by City officials.

# ReqtoCheck: 2013 Performance Plan

## Citywide Result Area: Open and Effective Government

**Goal:** Ensure sound fiscal management and transparency, promote effective, customer-driven services and foster active citizen engagement in City government.

**Objective:** Exercise effective management and accountability for the City's physical resources

**Strategy:** Manage vendor relationships and provide oversight of City contracts

**Key Outcome Measure:** Average number of respondents to bids and RFPs

Key Performance Indicators	2013 Target	2013 Actual
Average number of days to approve requisitions for the purchase of goods or services by the budget office.	2	1.3
Percentage of bids/rfps with 3 or more proposals	70%	60%
Percent of contracts drafted and reviewed by the Law Department and signed by the City Attorney in 30 days or less	80%	65%
Percent of invoices paid within 30 days for bonds, 45 days for revolver funds, and 60 days for DCDBG funds by Capital Projects	80%	87%
Percent of Capital/Grants Fund invoices processed within 7 business days of being received by Accounts Payable	90%	87%
Percent of General Fund invoices processed within 7 business days of being received by Accounts Payable	70%	51%

## Citywide Result Area: Economic Development

**Goal:** Spur the growth of a diverse, inclusive economy that creates good-paying jobs and provides equal access to economic prosperity.

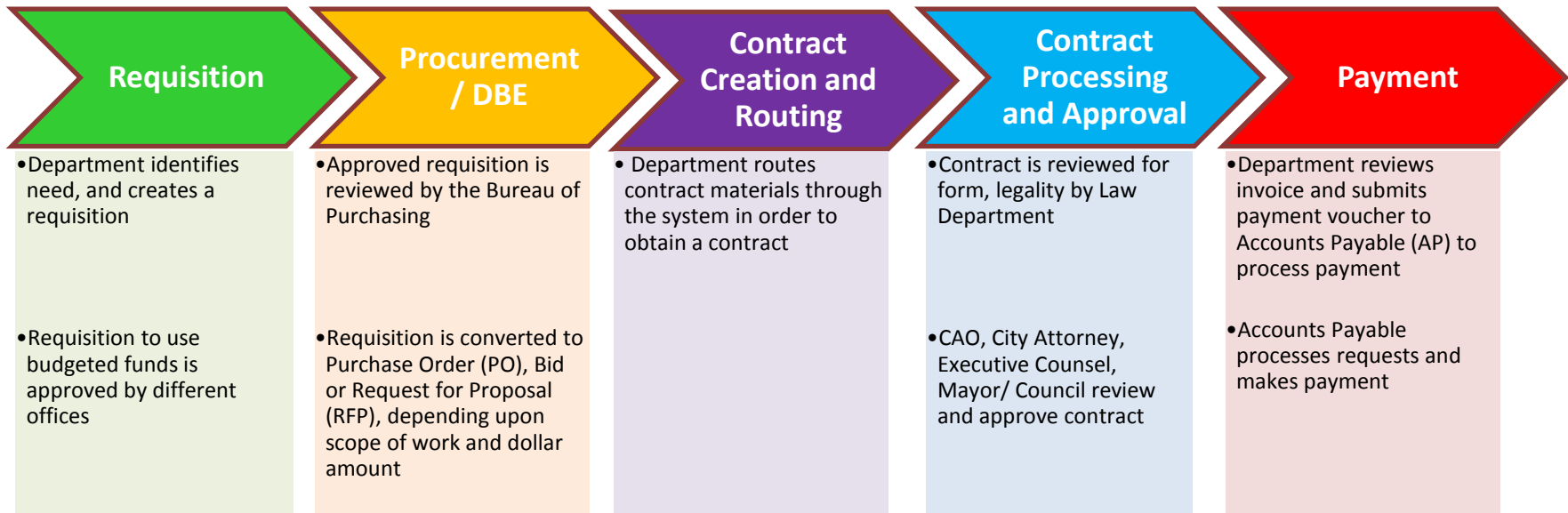
**Objective:** Promote business growth and job creation

**Strategy:** Promote an environment of equal opportunity for a diverse supplier pool

**Key Outcome Measure:** Job growth (metro)

Key Performance Indicators	2013 Target	2013 Actual
Percent of city contract value awarded to Disadvantaged Business Enterprises (Supplier Diversity)	35%	26%

# Procurement Process Overview\*



\*See a more detailed process map on slide 32

Requisition

Procurement  
/ DBE

Contract  
Creation and  
Routing

Contract  
Processing  
and Approval

Payment

# Requisition Approval

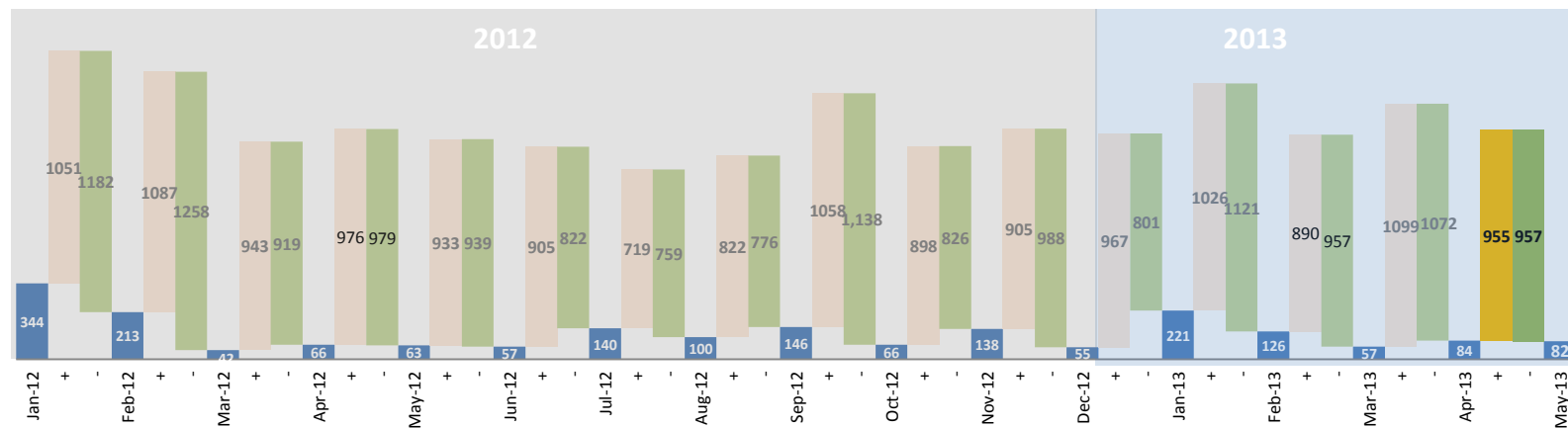
- Requisition Approved and Processed per Period
- Requisition Approval Queue by Approval Level
- Approval Time of Requisitions

## Action Items \*

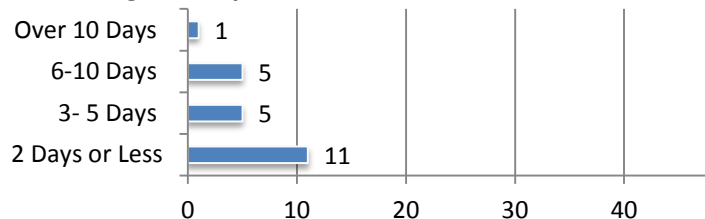
Open Items				
Responsible	Area	Action Item	Status	Detailed Status
Andrew Kopplin and Brian Firstley	Requisitions	Initialize review of services provided by the Budget Office to introduce service level agreements (SLAs) a. Type of services provided b. Expected time to complete or follow up with departments	<u>In Process</u>	SLAs objectives still outstanding. Meeting to be scheduled by the CAO.
Brain Firstley and James Huserl	Requisitions	Draft process / protocol to add org codes / users to systems (Brian + Task Force) a. What do departments need? b. Who do they need to reach out? c. What are the steps?	<u>In Process</u>	<u>Draft is ready to be reviewed by the CAO</u>

# Approval Queue Steady at 82 Requisitions as of End of May

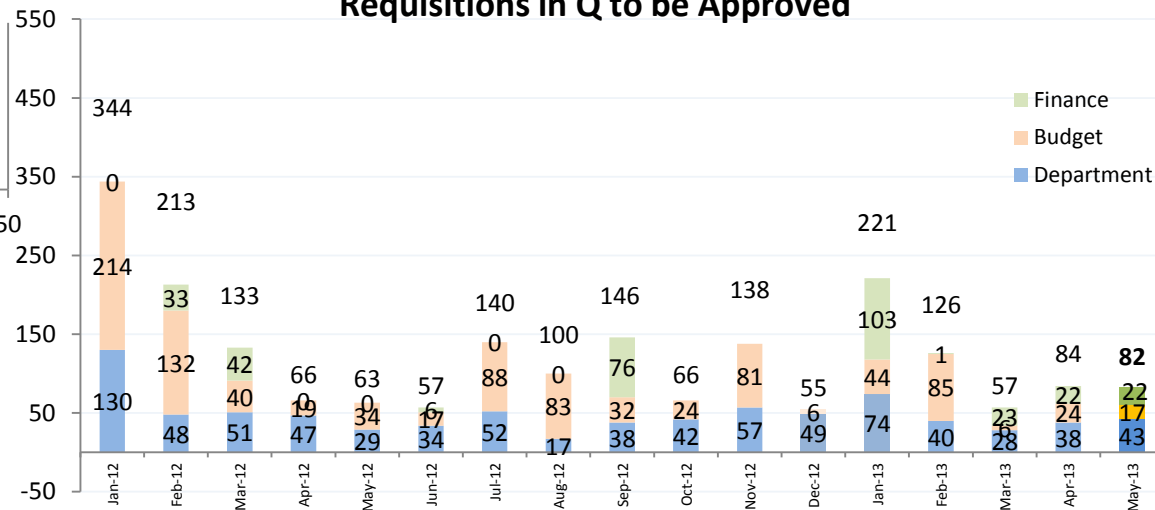
## Requisition Approval Queue General Fund for Period Ending in May



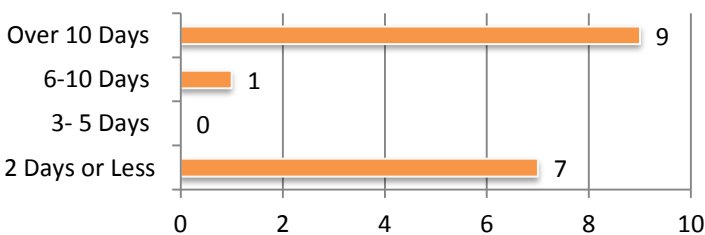
### Age of Requisitions in Q Finance Office – 22 in Q



### Requisitions in Q to be Approved

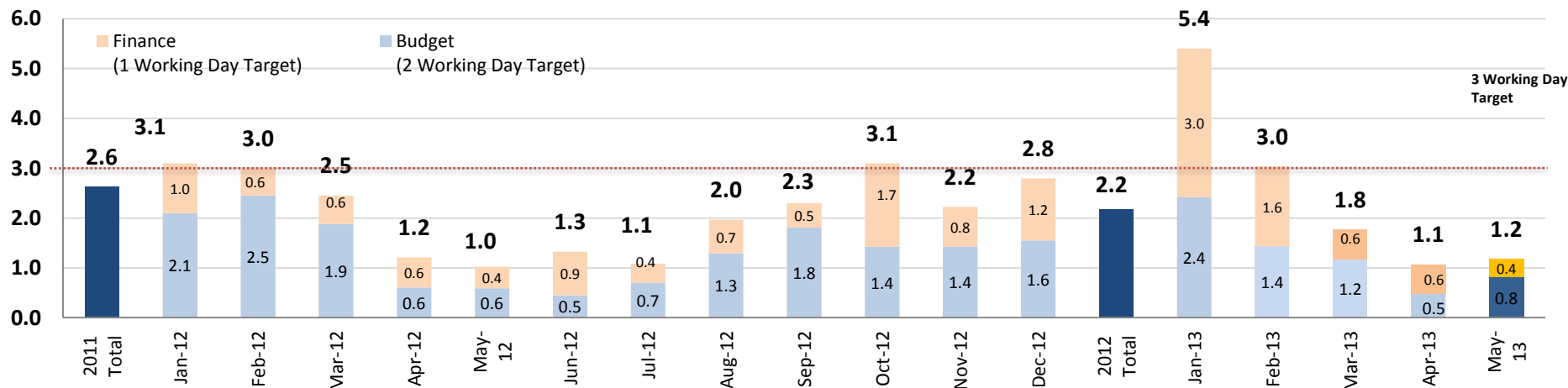


### Age of Requisitions in Q Budget Office – 17 in Q



## Number of Days to Approve Requisitions on Target

### Average Number of Days to Approve Requisitions by Reporting Period (Budget Office and Department of Finance)



### Requisition Approval Distribution by Year

Budget Approval							
Days to Approve	2011(*)	2012	Jan-13	Feb-13	Mar-13	Apr-13	May-13
2 or less	71%	81%	64%	75%	82%	94%	86%
3 Days	5%	6%	7%	10%	5%	3%	6%
4-5 Days	8%	7%	9%	10%	7%	2%	7%
6-10 Days	10%	5%	17%	3%	5%	1%	1%
11-15 Days	4%	1%	3%	1%	1%		
Over 15 Days	2%			1%			

Finance Approval							
Days to Approve	2011(*)	2012	Jan-13	Feb-13	Mar-13	Apr-13	May-13
2 or less	98%	90%	66%	83%	89%	85%	94%
3 Days	1%	5%	9%	3%	3%	9%	3%
4-5 Days	1%	3%	2%	7%	7%	5%	3%
6-10 Days		2%	13%	1%	1%	1%	
11-15 Days			10%	3%			
Over 15 Days				3%			

\* 2011 information only available since May, 2011

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Procurement  
/ DBE

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# Requisition to Procurement

- Processing of Requisition by Bureau of Purchasing
- Status of Requisitions Awaiting Buyer Response
- Time to Convert Requisition to PO
- Status of Requests for Proposals
- Status of Bids
- DBE Information

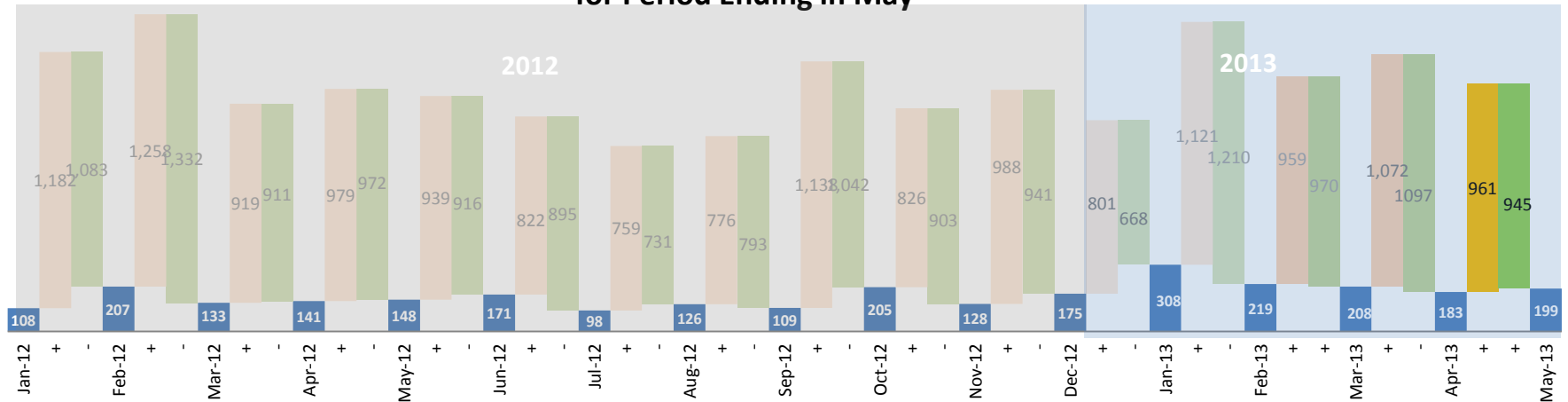
## Action Items \*

Open Items				
Responsible	Area	Action Item	Status	Detailed Status
Arkebia Matthews	PO/BID/RFP/ DBE	It seems the current 3 day target to provide feedback by the Office of Supplier Diversity is too ambitious. DBE and OPA will go over the current target and evaluate if adjustments are needed.	<u>Open</u>	OPA and DBE have scheduled a meeting to discuss the target.
Mary Kay Kleinpeter	PO/BID/RFP/ DBE	Share the report provided by the procurement consultants with the ReqtoCheck group. Schedule an external meeting with Andy to review the recommendations.	<u>Open</u>	Report was shared with ReqtoCheck group. Waiting to schedule follow up meeting.



# The Bureau of Purchasing Continues to Process Requisitions Smoothly

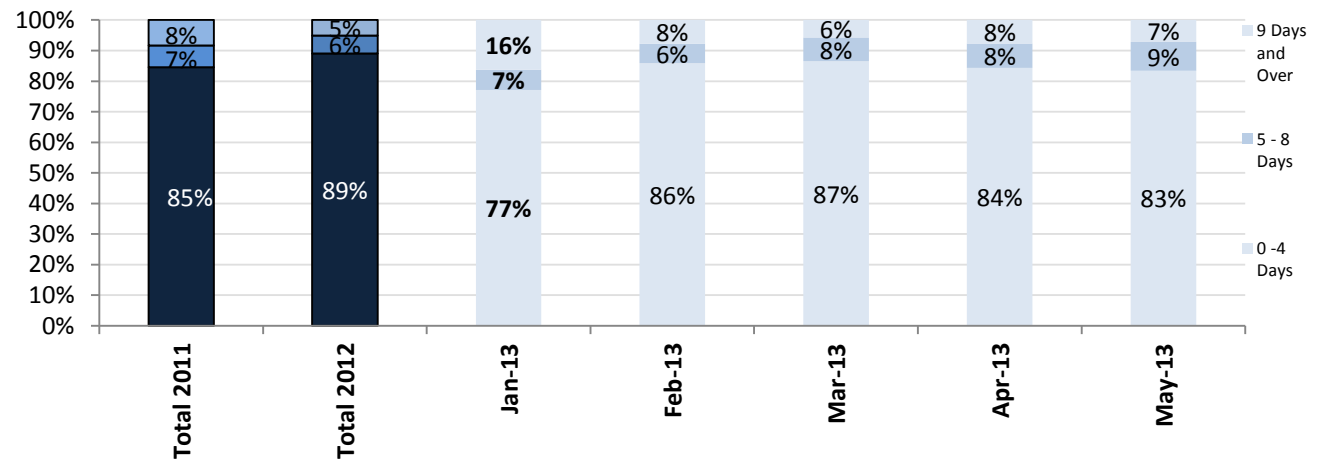
**Bureau of Purchasing Requisition Processing General Fund  
for Period Ending in May**



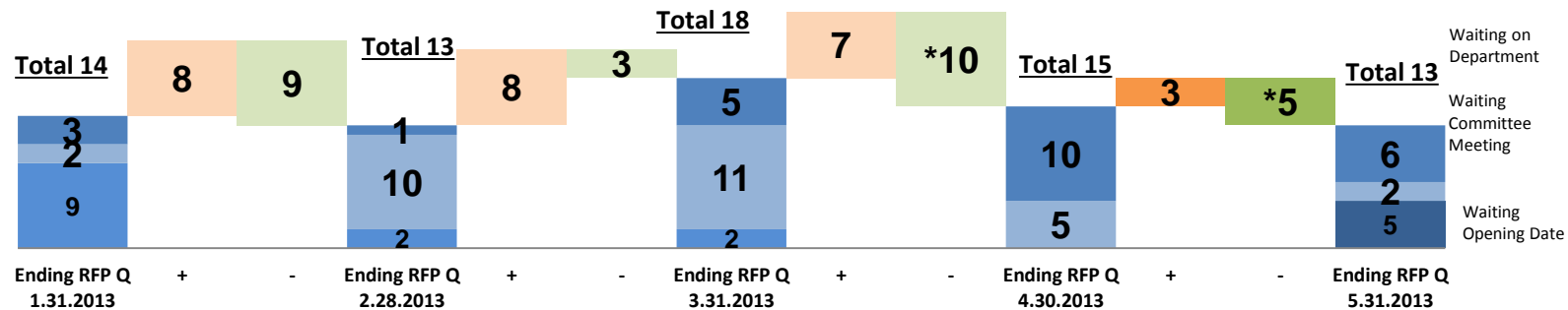
Buyer Processing Requisitions	
Status of Reqs Awaiting Buyer Processing	
Status	Count
Completed 5.31.13	55
Need Contract	61
Processing Procurement	53
Waiting for Support	30
<b>Grand Total</b>	<b>199</b>

Waiting for Support	
Status	Count
Capital Projects	7
Mayor	5
EMD	5
Public Works	3
Police	2
Council	2
Health	1
Aviation	1
Library	1
NORDC	1
CAO	1
Homeland Security	1
<b>Grand Total</b>	<b>30</b>

**The Bureau of Purchasing Processed 83% of Requisitions  
Within Four Days**

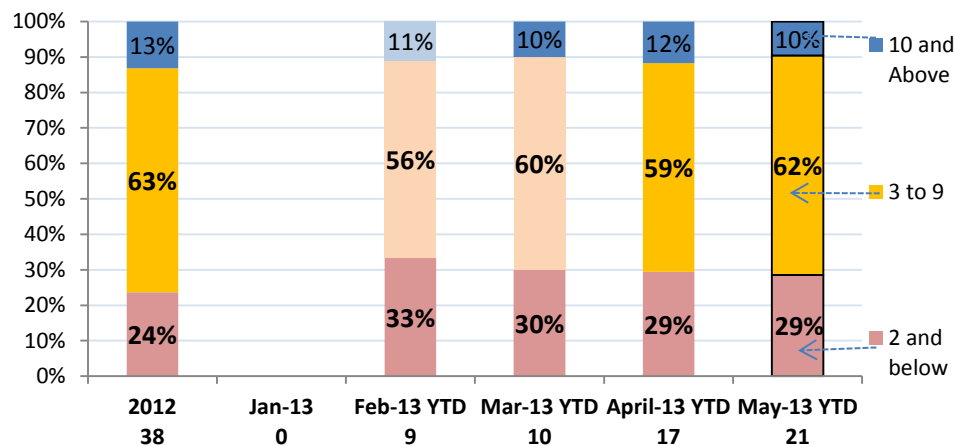


## The Number of RFPs in Process at 13 as of End of May



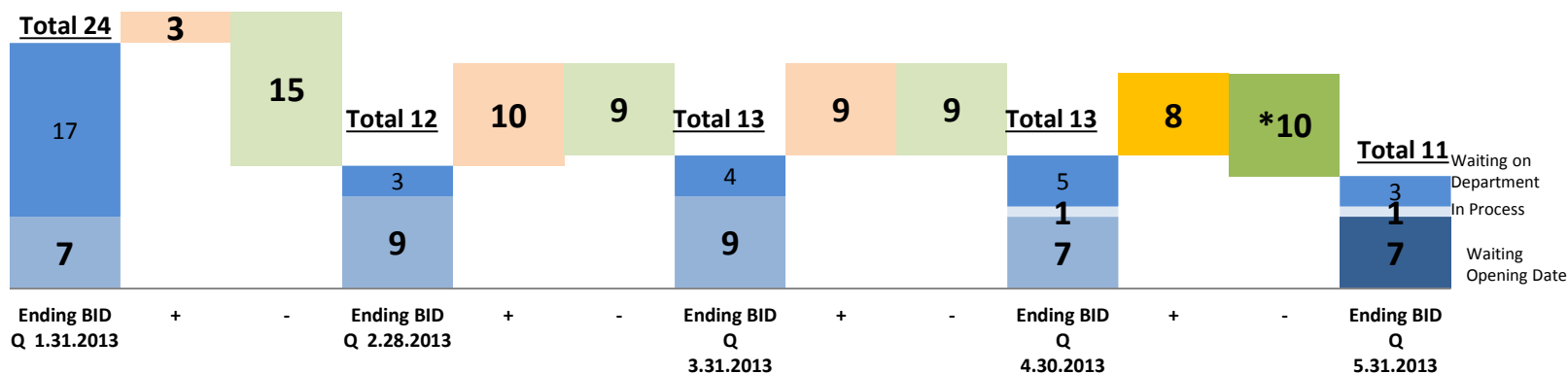
\* Includes closed and cancelled RFPs

### Number of Proposals Received for RFPs Completed YTD 2012 (as of 5.31.2013)



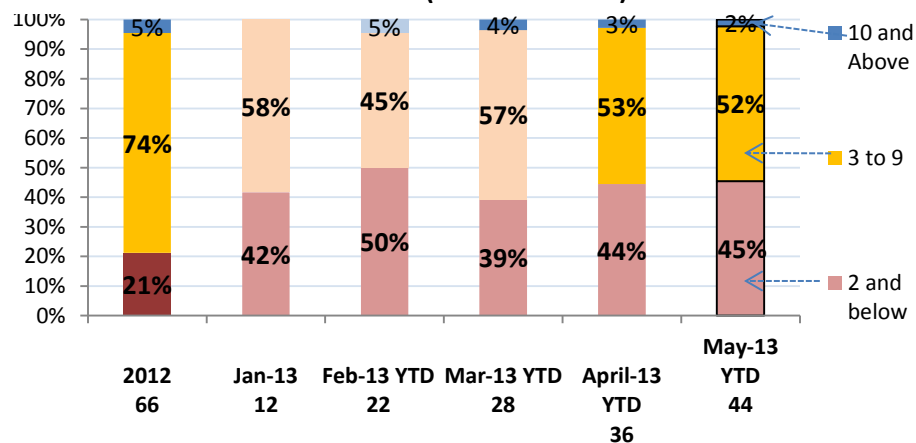
Awaiting Committee Meeting	
Department	Brief Description
Finance	Redevelopment of World Trade Center Site
CAO Capital Projects	FEMA/DCDBG Timecard Management System
Treasury	Ad Valorem Tax Sale and Related Legal Services
EMS	Billing and Collections Services for EMS
Risk Management	Workers Compensation Claims Audit Consultant
Aviation	Airport Resident Inspection Services

## The Number of Bids in Process at 11 as of End of May



\* Includes closed and cancelled Bids

### Number of Proposals Received for Bids Completed YTD 2012 (as of 5.31.2013)



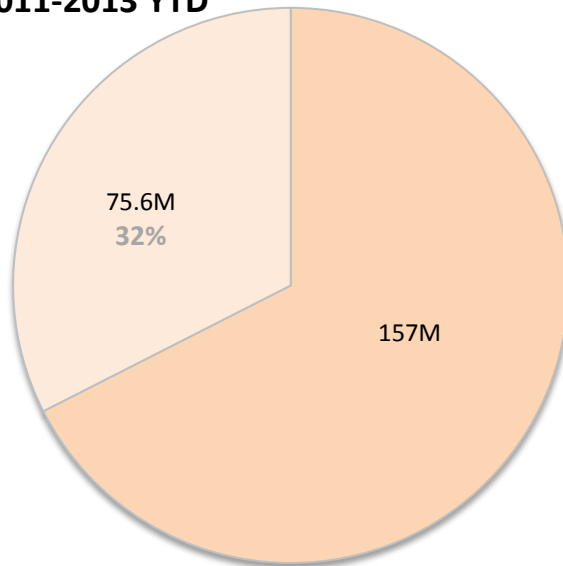
### Needing Action From Departments

Department	Brief Description	Comment
CAO CAPITAL PROJECTS	Joe Brown Park West Enhancements (D-CDBG)	Decision
CAO CAPITAL PROJECTS	NOMA - Rendon Street Art Storage Warehouse Rebid	Decision
PURCHASING BUREAU	Records Management Services	Decision

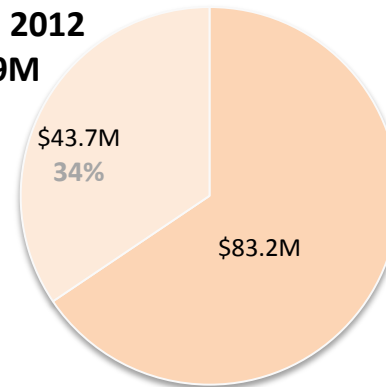
## Bids: YTD Percentage of DBE Committed Award Value (Goal 35%)

Data excludes bids for which DBE contracting requirements have been waived

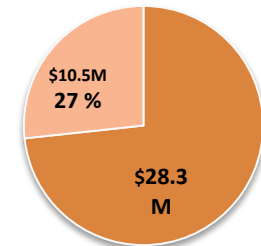
**Total 2011-2013 YTD**  
**\$233M**



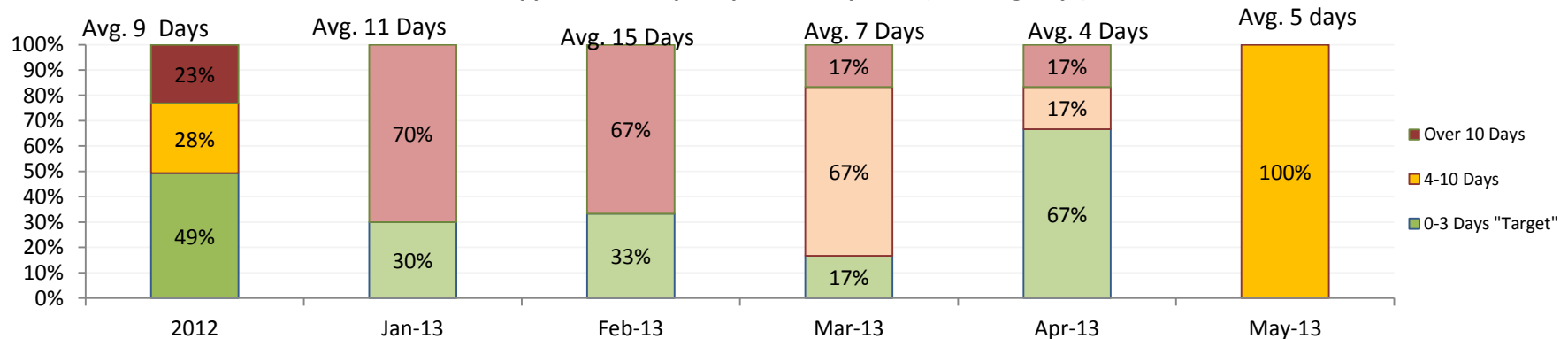
**Total 2012**  
**126.9M**



**YTD 2013**  
**\$38.9M**



### Time to Process BID DBE Validation by the Office of Supplier Diversity Requests Completed (Working Days)

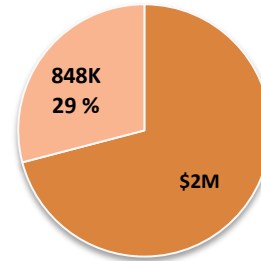


Source : Office of Supplier Diversity 7.2.2013

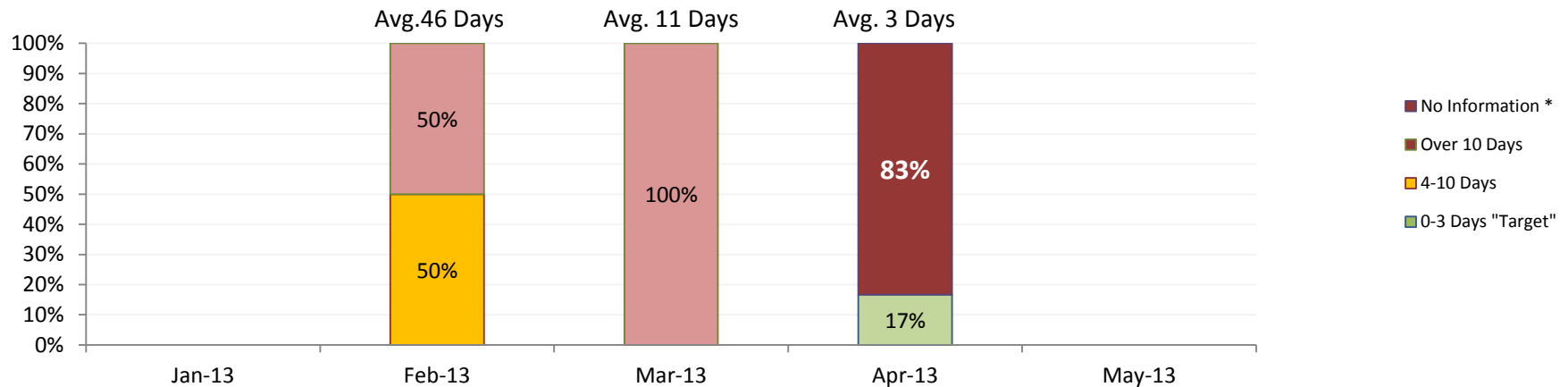
## RFP and RFQs: 2013 YTD Percentage of DBE Committed Award Value (Goal 35%)

Data excludes RFPs and RFQs for which DBE contracting requirements have been waived

YTD 2013  
\$2.9M



### Time to Process RFP and RFQ DBE Validation by the Office of Supplier Diversity Requests Completed (Working Days)



\* Validation information was not provided to the Office of Supplier Diversity for review



Requisition

Procurement /  
DBE

Contract Creation  
and Routing

Contract  
Processing and  
Approval

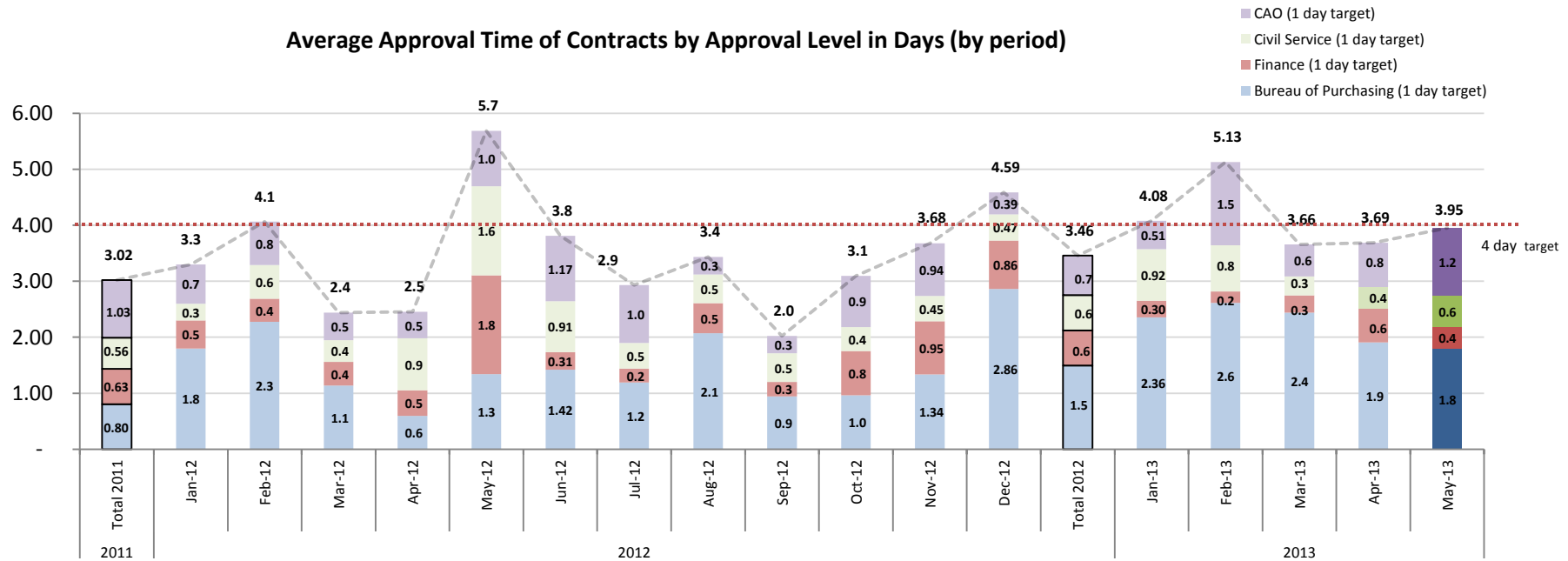
Payment

# Contract Package Routing

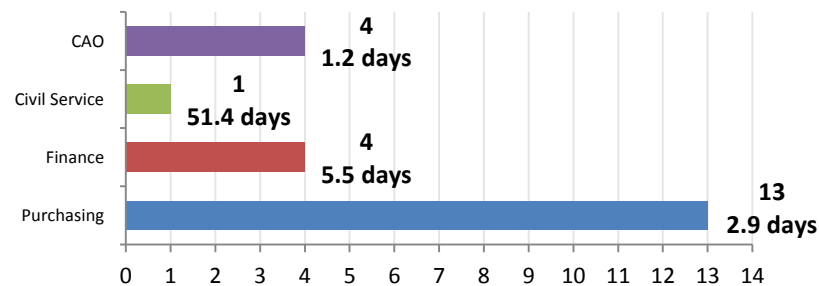
- Average Contract Routing Time

## Average Time to Approve Contracts Meeting Target

Average Approval Time of Contracts by Approval Level in Days (by period)



22 Contract Request in Q as of 5.31.2013



\* 2011 information only available since May, 2011

Source : ECMS 6.1.2013

# Contract Approval Process

- Contract Processing and Approval

## Action Items \*

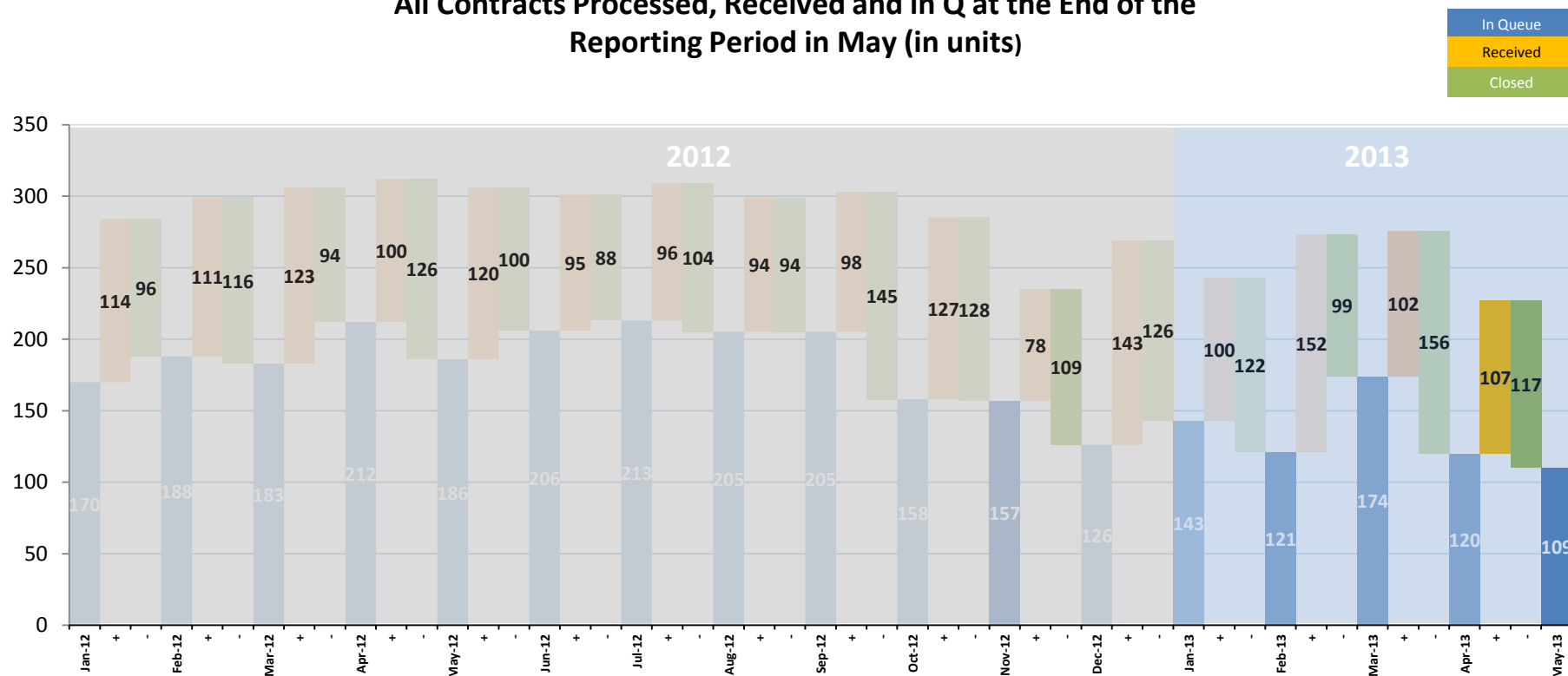
Open Items				
Responsible	Area	Action Item	Status	Detailed Status
Michael McKenna	Contracts	Risk management form update. a. What is the process ?	<u>In Process</u>	<u>Risk management provided risk form and draft of insurance requirements to be included in bids and rfps. Insurance wording is currently being reviewed by Law</u>
Mary Kay Kleinpeter	Contracts	Identify group of contracts that can use a PO or an expedite contract routing process (for a predetermined group of contracts).	<u>In Process</u>	<u>A group of contracts has been identified. The RegtoCheck task force is assessing the technical needs and the capabilities of the current system to potentially add an alternative routing process for a predetermined set of contracts</u>
Robert Rivers	Contracts	Present the list of contract draft templates currently available.	<u>In Process</u>	List has been presented. Open for the Law department to contact departments and notify them about the new templates
Robert Rivers	Contracts	Legal opinion on 8R and conversation with the City Council.	<u>In Process</u>	Executive team will discuss the issue separately
Robert Rivers and James Hussel	Contracts	OPA and the Law Department were asked to reach out directly to those departments that have contracts in the vendor signature stage for over 30 days.	<u>Done</u>	on going



## Contracts: All Contracts Processed, Received and in Queue January 2012 – May 2013

(Legal Review, CAO, Vendor Signature, City Attorney, Executive Council, Mayor/City Council)

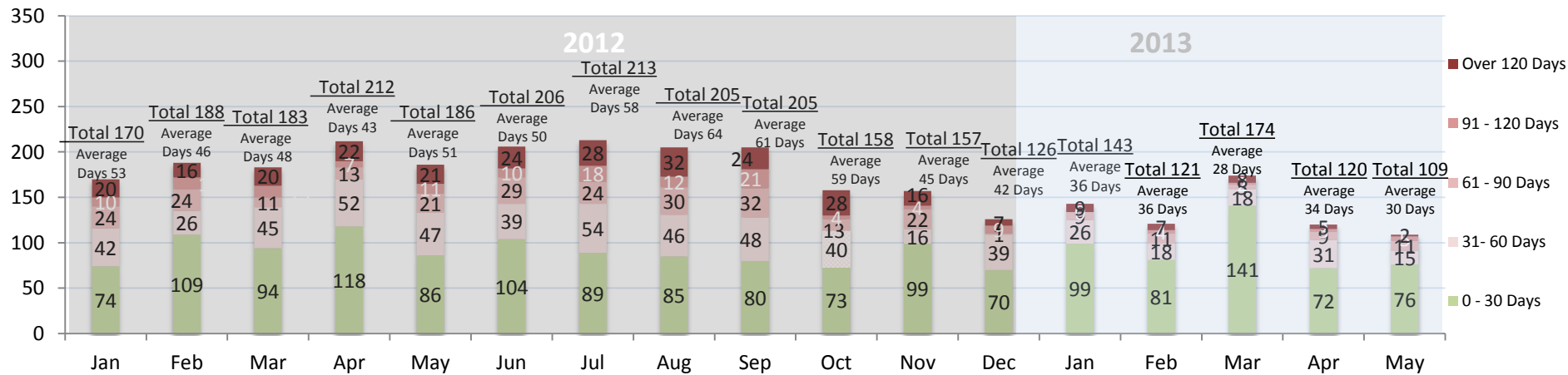
### All Contracts Processed, Received and in Q at the End of the Reporting Period in May (in units)



## Contracts : All Contracts in Process by Period

(Legal Review, CAO, City Attorney, Executive Counsel, Mayor/Council Approval)

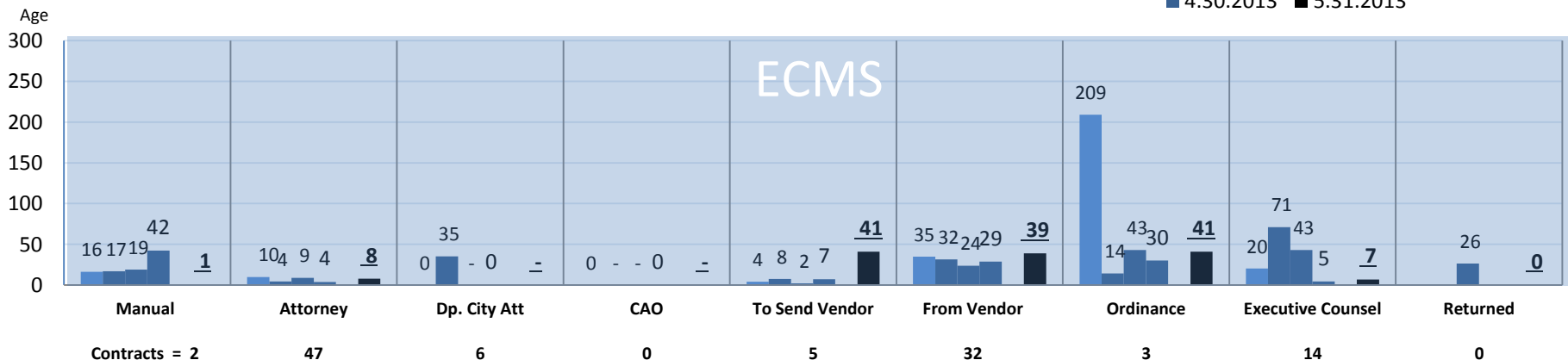
### The Average Age of Contracts Awaiting Processing at 30 Days



### Location and Average Age of Contracts in Process as of 5.31.2013

(Age from being received from the previous stage)

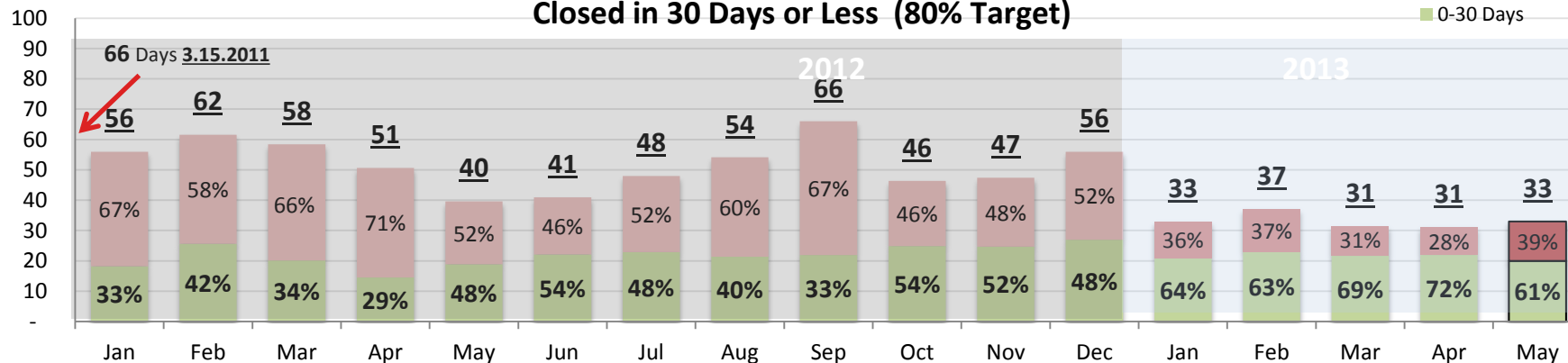
1.31.2013 2.28.2013 3.31.2013  
4.30.2013 5.31.2013



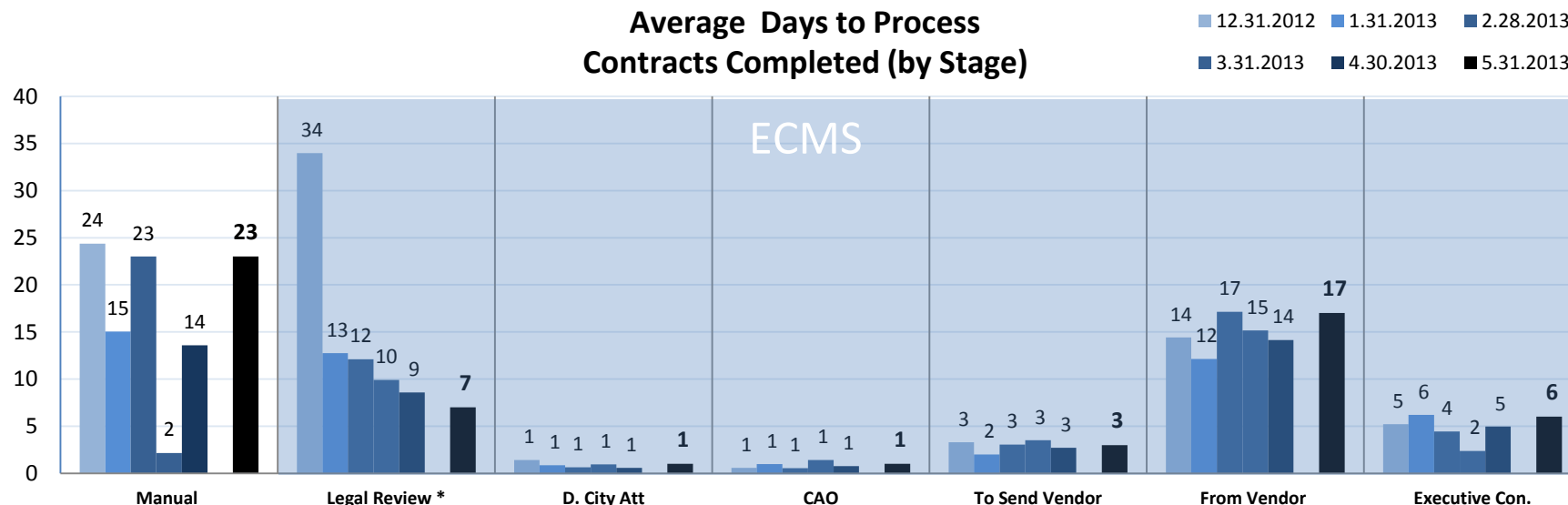
## Contracts : All Contracts Executed by Period

(Legal Review, CAO, City Attorney, Executive Counsel, Mayor/Council Approval)

**The Average Time to Close Contracts in May was 33 Days. 61% of Contracts Were Closed in 30 Days or Less (80% Target)**



### Average Days to Process Contracts Completed (by Stage)



\*Attorney time includes all the processing time for contracts that were returned at any stage of the process

## Contracts Awaiting Vendor Signature

DEPARTMENT	Average Age	Count
BLIGHT & REVITALIZATION	205	2
NEW ORLEANS BUILDING CORPORATION	99	1
POLICE DEPARTMENT	86	1
NORD RECREATION DEPARTMENT	81	1
SANITATION DEPARTMENT	45	1
AVIATION	45	5
MAYOR	44	1
NEIGHBORHOOD ENGAGEMENT OFFICE	21	1
CAPITAL PROJECT	18	6
PUBLIC WORKS	12	6
HOMELAND SECURITY	12	3
HUMAN SERVICES	11	1
City Council	7	1
LAW	7	1
CAO	6	1
<b>Grand Total</b>	<b>39</b>	<b>32</b>

Note: Per policy memorandum 122R, each department/agency is responsible for reaching out to the vendor to obtain their signature after the law department sends the initial notification.

# The Check: Accounts Payable

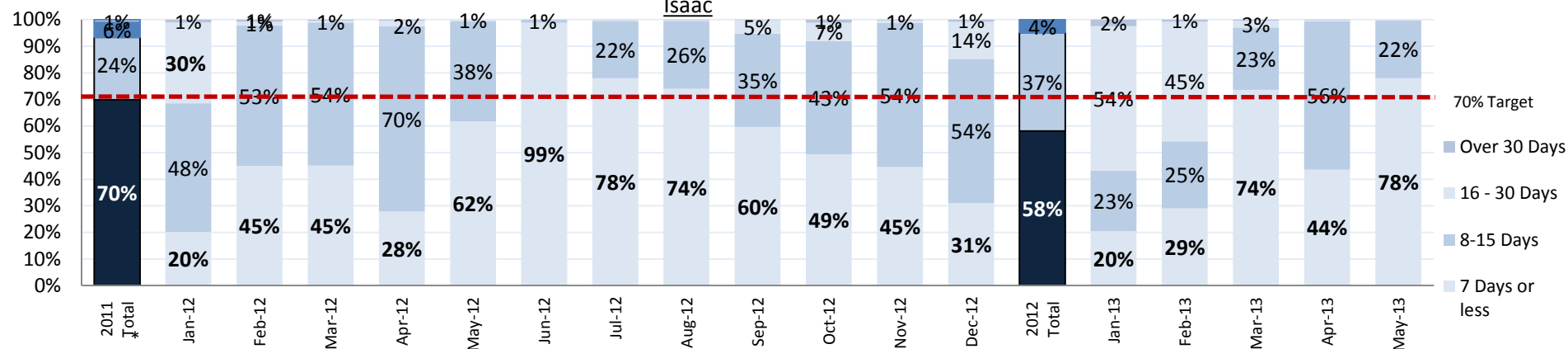
- PO Date and Invoice Date Analysis
- General Fund Payments
  - Processing by Accounts Payable
  - Payment from Invoice Date
- Capital and Grants Expenditure Payments
  - Processing by Accounts Payable
  - Payment from Invoice Date
  - Detail Review (invoices in the pipeline)
    - CDBG Invoice Payments
    - DPW Payments
    - DPW Revolver Payments
    - Capital Projects Payments
    - Capital Projects Revolver Payments

## Action Items \*

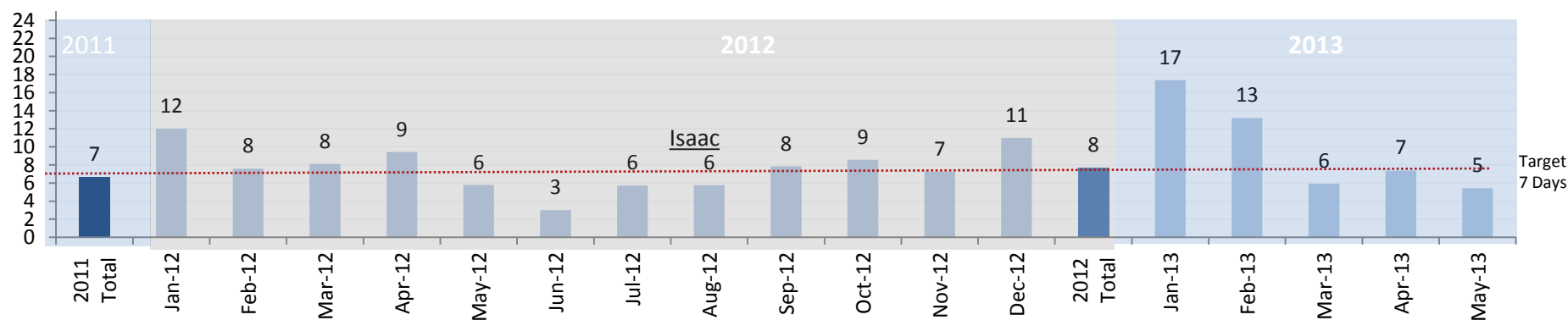
Open Items				
Responsible	Area	Action Item	Status	Detailed Status
Norman Foster	Payment	Look into the potential system integration needs of using pcards to buy goods.	<u>Open</u>	
Andrew Kopplin and Norman Foster	Payment	Discussion about the use of credit cards. Possibility of issuing an additional credit card for unique purchases. If issued, what would be the process departments need to follow to use the card?	<u>Completed</u>	New card has been issued
Norman Foster	Payment	Should vendors send invoices to departments or accounts payables. PO information notes to send invoices to A/P, but invoices are being send to departments.	<u>Open</u>	

## The Percentage of General Fund (and Agency) Payments Processed in 7 Days was Above Target at 78%

### Number of Days to Process GF Payment Requests by AP

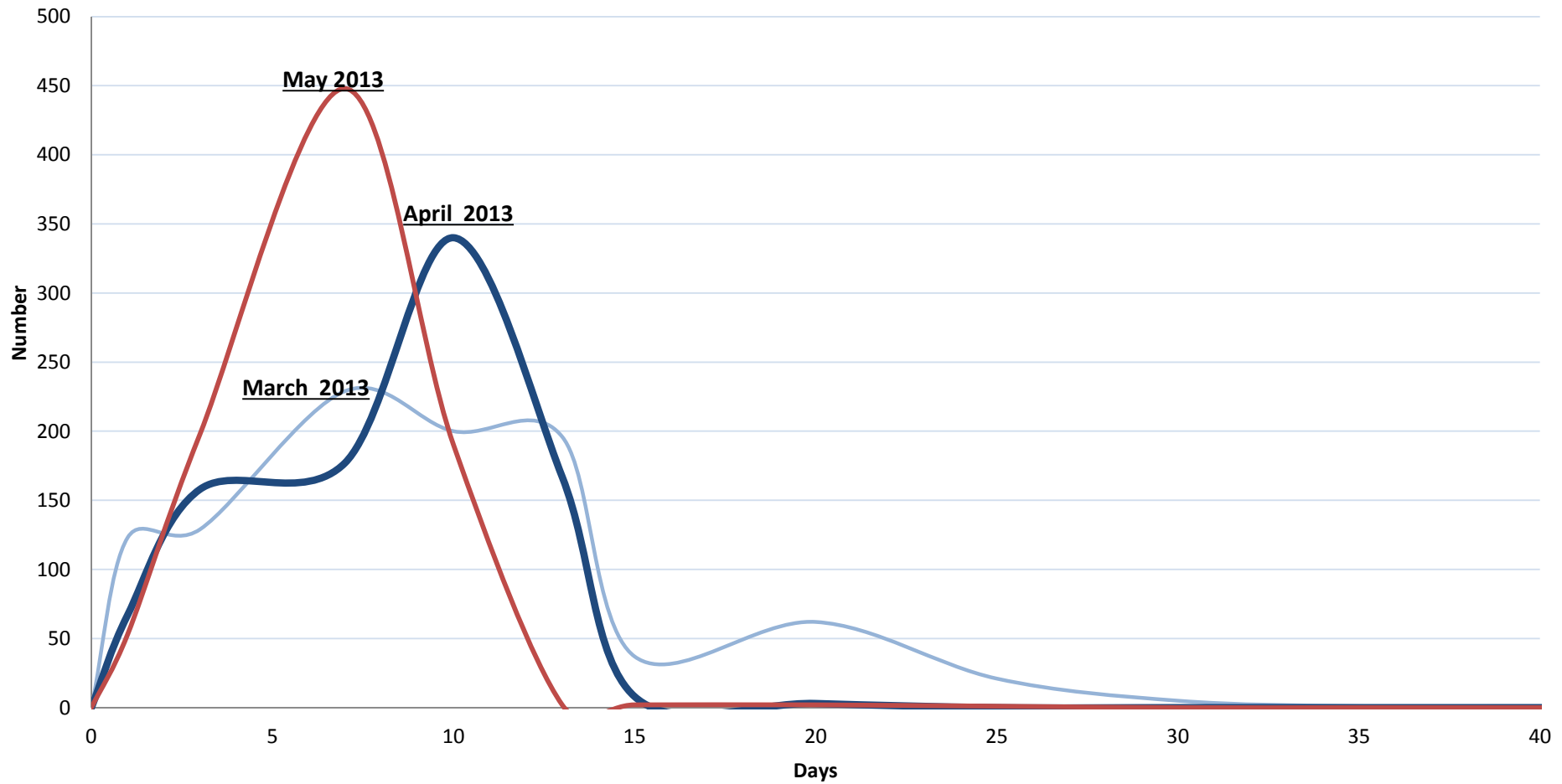


### Average Number of Days to Process Invoices by A/P Department (GF Expenditures)



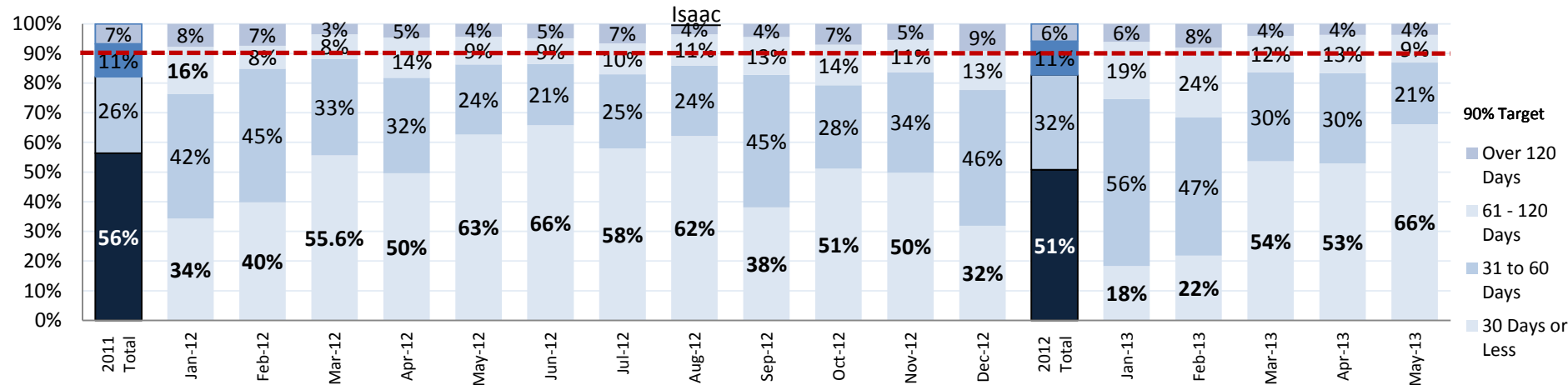
\* 2011 information only available since May, 2011

## Distribution of Accounts Payable Processing GF Payments

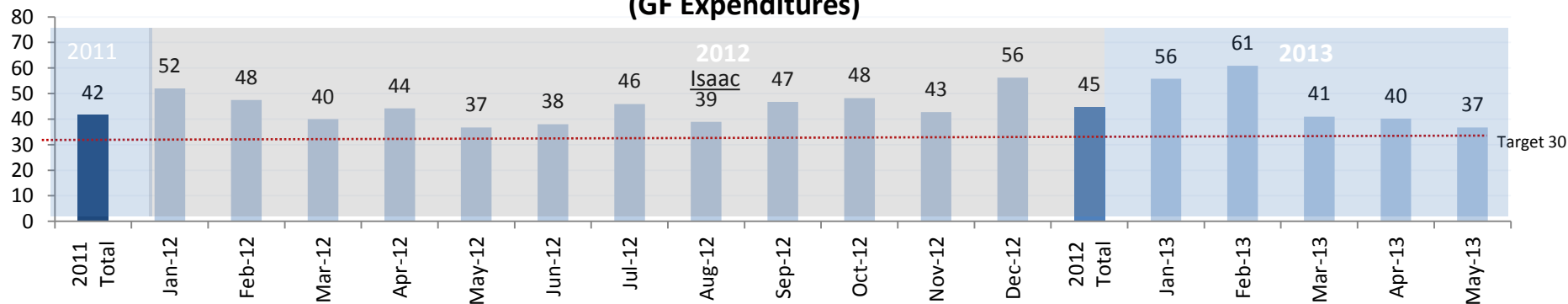


# The Percentage of General Fund (and Agency) Payments in 30 Days or Less was 66% at End of May

## Number of Days to Pay General Fund and Agency Invoices from Invoice Date



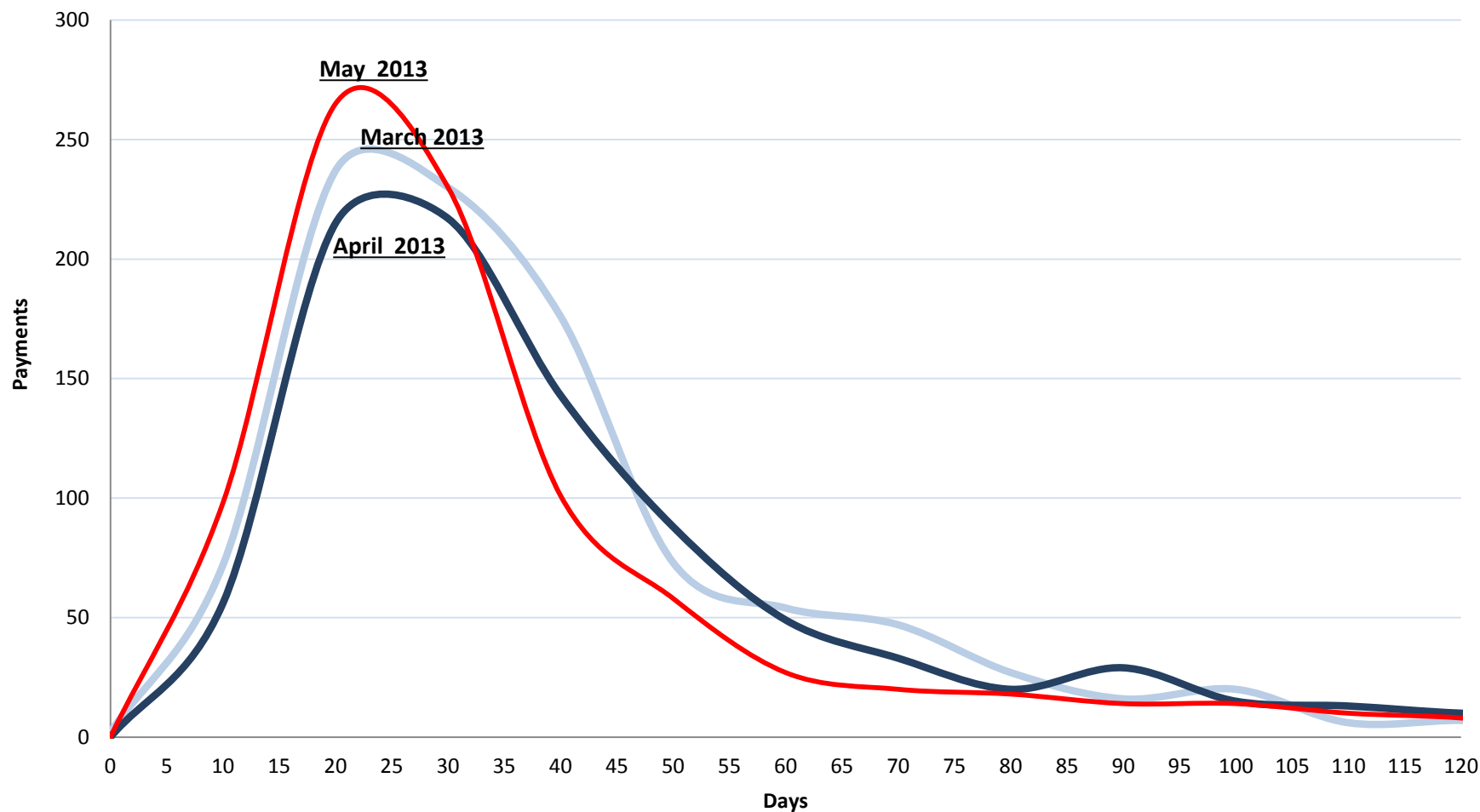
## Average Number of Days to Process Invoices by A/P Department (GF Expenditures)



\* 2011 information only available since May, 2011

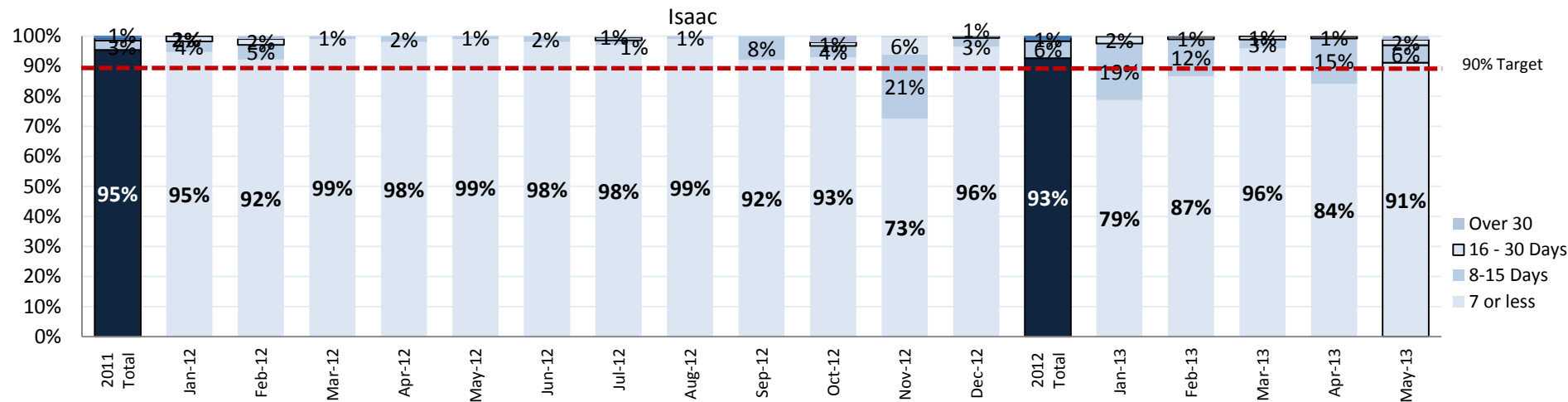


### Invoice Date to Check Date Distribution for GF & Agency Payments

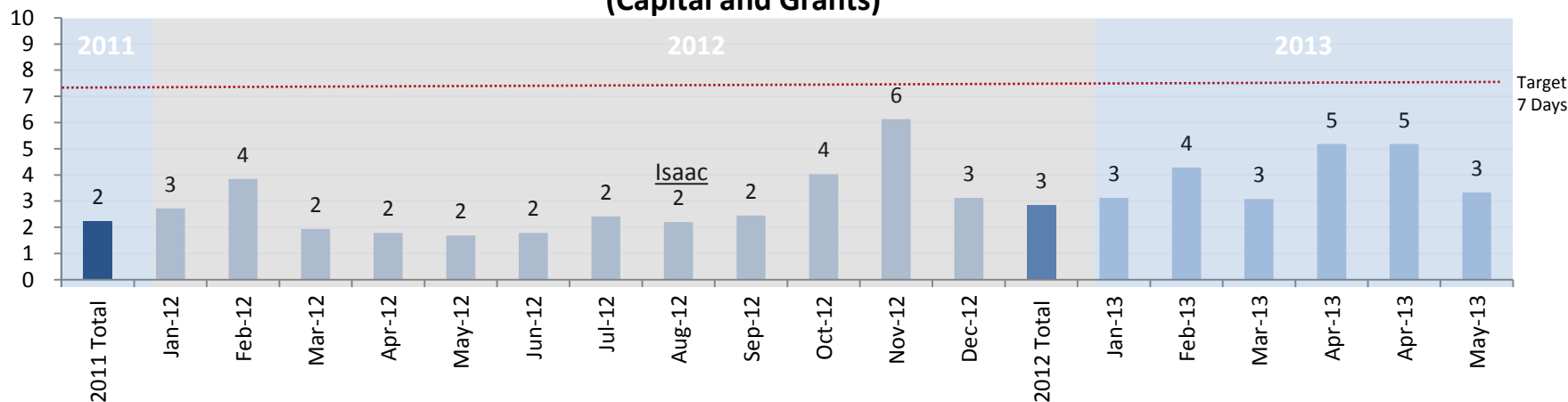


# The Percentage of Capital and Grant Payments Processed in 7 Days was 91% at End of May

## Number of Days to Process Capital Payment Requests by AP



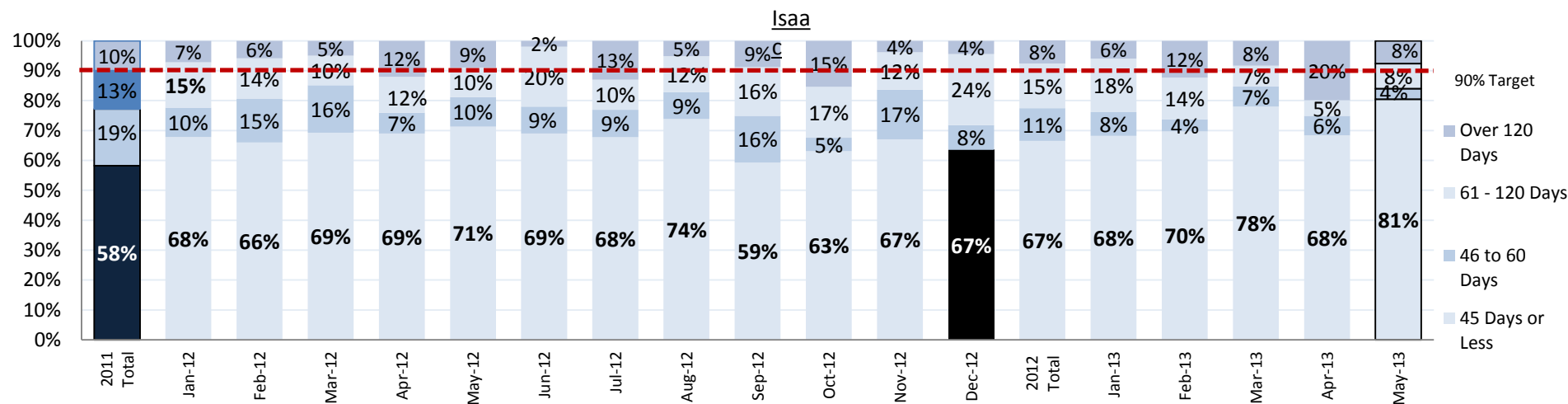
## Average Number of Days to Process Invoices by A/P Department (Capital and Grants)



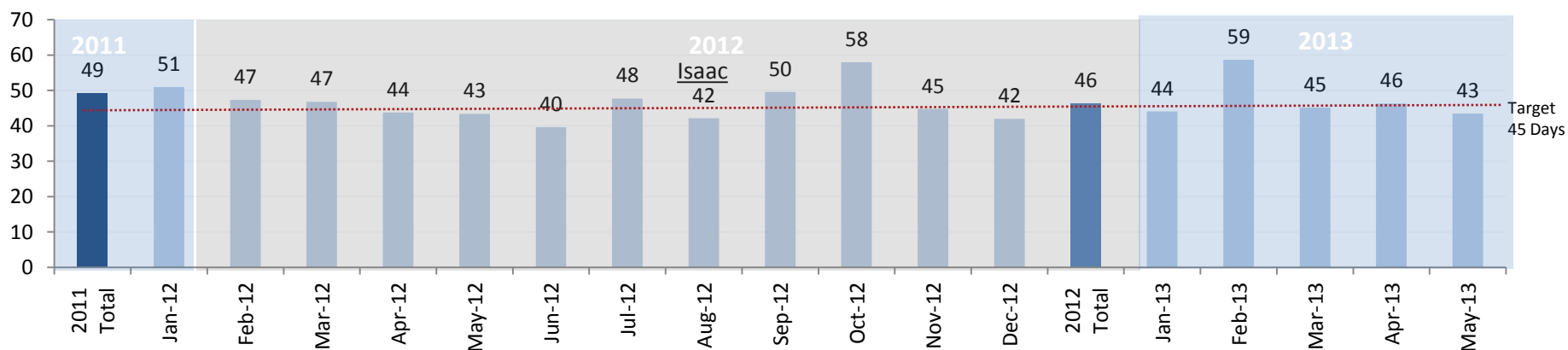
\* 2011 information only available since May, 2011

# The Percentage of Capital and Grant Payments Made in 45 Days or Less from Invoice Date was 81% at End of May

## Number of Days to Pay Capital and Grants invoices from Invoice Date



## Average Number of Days to Pay Invoices From Invoice Date (Capital and Grants)

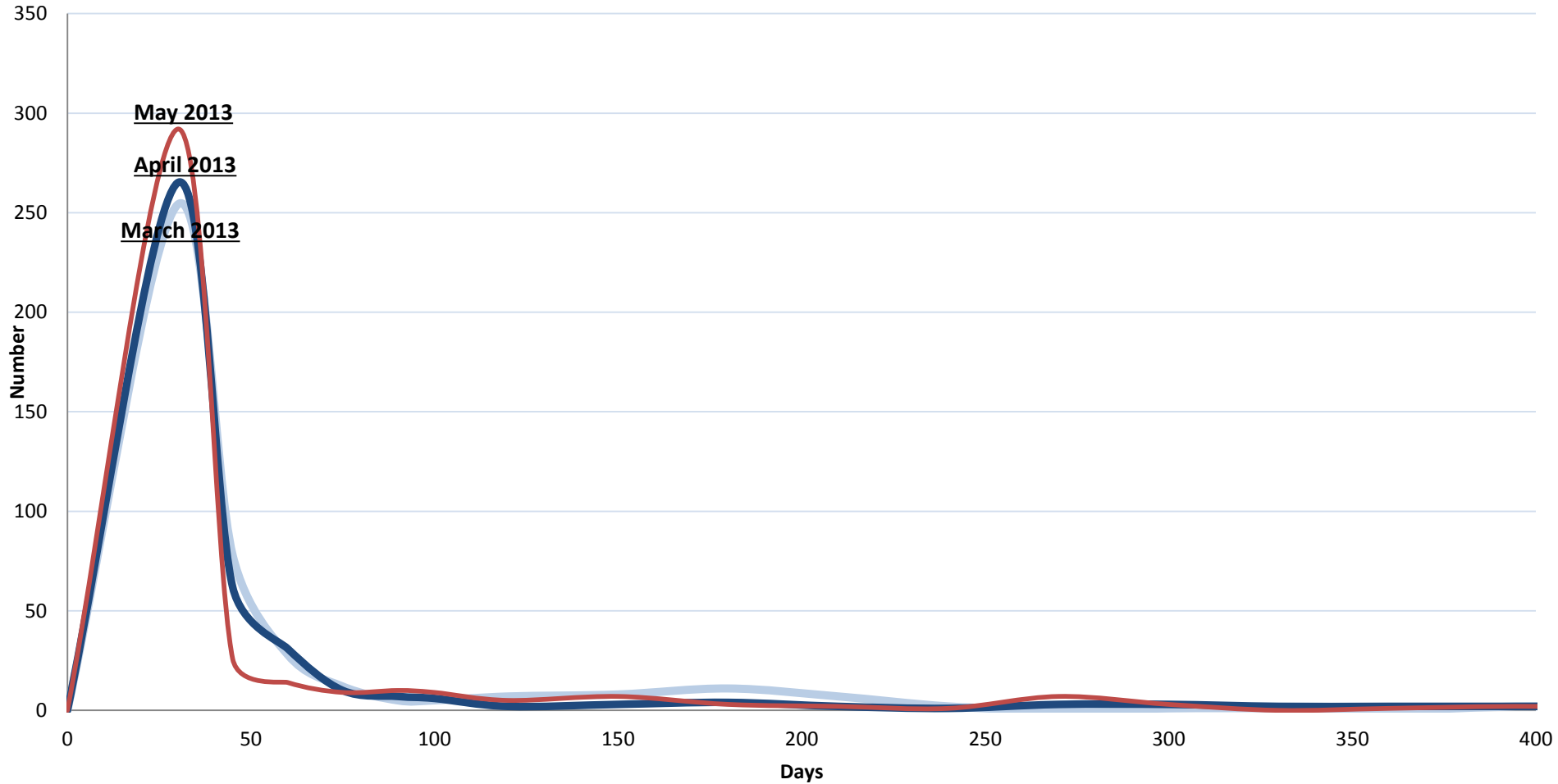


- 2011 information only available since May, 2011
- April 2013 previously adjusted for on-hold invoices.

Source :Accounts Payable and Office of Performance and Accountability.

Collected 6.17.2013-6.25.2013

### Invoice Date to Check Date Distribution for Capital and Grants Payments



## Results for General Fund (and Agencies) Payments Vouched for the Month of May 2013

	2013					2012									
	May					Apr-13	Mar-13	Feb-13	Jan-13	Aug-Dec					
Department	<=60	>60	May Total	%>60 Days		%>60 Days	%>60 Days	%>60 Days	%>60 Days	%>60 Days					
CIVIL SERVICE	4	3	7	<div></div>	43%	<div></div>	25%	<div></div>	50%	<div></div>	33% *	<div></div>	*		
SANITATION	9	5	14	<div></div>	36%	<div></div>	20%	<div></div>	13%	<div></div>	20%	<div></div>	27%	<div></div>	33%
CAO	12	6	18	<div></div>	33%	<div></div>	28%	<div></div>	37%	<div></div>	58%	<div></div>	23%	<div></div>	24%
TREASURY	4	2	6	<div></div>	33%	<div></div>	50%	<div></div>	18%	<div></div>	0%	<div></div>	67%	<div></div>	19%
HEALTH	13	5	18	<div></div>	28%	<div></div>	19%	<div></div>	18%	<div></div>	27%	<div></div>	27%	<div></div>	38%
PROPERTY MANAGEMENT	16	6	22	<div></div>	27%	<div></div>	0%	<div></div>	19%	<div></div>	12%	<div></div>	16%	<div></div>	12%
CORONER	11	3	14	<div></div>	21%	<div></div>	0%	<div></div>	6%	<div></div>	0%	<div></div>	*	<div></div>	*
EMD	30	7	37	<div></div>	19%	<div></div>	46%	<div></div>	37%	<div></div>	46%	<div></div>	8%	<div></div>	35%
ITI	29	6	35	<div></div>	17%	<div></div>	24%	<div></div>	43%	<div></div>	40%	<div></div>	21%	<div></div>	25%
NORDC	10	2	12	<div></div>	17%	<div></div>	24%	<div></div>	24%	<div></div>	26%	<div></div>	24%	<div></div>	14%
PUBLIC WORKS	30	6	36	<div></div>	17%	<div></div>	7%	<div></div>	5%	<div></div>	24%	<div></div>	17%	<div></div>	13%
SAFETY AND PERMITS	5	1	6	<div></div>	17%	<div></div>	0%	<div></div>	15%	<div></div>	25%	<div></div>	14%	<div></div>	40%
COUNCIL	37	6	43	<div></div>	14%	<div></div>	14%	<div></div>	12%	<div></div>	29%	<div></div>	23%	<div></div>	18%
AVIATION	101	16	117	<div></div>	14%	<div></div>	22%	<div></div>	17%	<div></div>	42%	<div></div>	28%	<div></div>	18%
MAYOR'S OFFICE	38	6	44	<div></div>	14%	<div></div>	17%	<div></div>	23%	<div></div>	48%	<div></div>	44%	<div></div>	21%
LIBRARY	66	10	76	<div></div>	13%	<div></div>	11%	<div></div>	16%	<div></div>	26%	<div></div>	38%	<div></div>	16%
HOMELAND SECURITY	7	1	8	<div></div>	13%	<div></div>	13%	<div></div>	14%	<div></div>	38%	<div></div>	0%	<div></div>	*
REGISTRAR OF VOTERS	7	1	8	<div></div>	13%	<div></div>	9%	<div></div>	25%	<div></div>	55%	<div></div>	67%	<div></div>	24%
CAPITAL PROJECTS	7	1	8	<div></div>	13%	<div></div>	0%	<div></div>	7%	<div></div>	30%	<div></div>	*	<div></div>	23%
EMS	23	3	26	<div></div>	12%	<div></div>	7%	<div></div>	10%	<div></div>	42%	<div></div>	7%	<div></div>	4%
PARKS & PARKWAY	56	7	63	<div></div>	11%	<div></div>	3%	<div></div>	9%	<div></div>	39%	<div></div>	20%	<div></div>	19%
FIRE	26	3	29	<div></div>	10%	<div></div>	18%	<div></div>	36%	<div></div>	22%	<div></div>	20%	<div></div>	14%
POLICE	63	7	70	<div></div>	10%	<div></div>	16%	<div></div>	12%	<div></div>	30%	<div></div>	25%	<div></div>	25%
MOSQUITO CONTROL	22	2	24	<div></div>	8%	<div></div>	14%	<div></div>	7%	<div></div>	44%	<div></div>	19%	<div></div>	15%
HUMAN SERVICES	18	1	19	<div></div>	5%	<div></div>	0%	<div></div>	38%	<div></div>	32%	<div></div>	18%	<div></div>	12%
OFFICE OF INSPECTOR GENERAL	29	1	30	<div></div>	3%	<div></div>	5%	<div></div>	0%	<div></div>	7%	<div></div>	7%	<div></div>	3%
LAW	31	1	32	<div></div>	3%	<div></div>	19%	<div></div>	16%	<div></div>	22%	<div></div>	8%	<div></div>	29%
REVENUE	13		13		0%	<div></div>	10%	<div></div>	0%	<div></div>	29%	<div></div>	0%	<div></div>	19%
TOURISM, ARTS, & ENTERTAINMENT	8		8		0%	<div></div>	43%	<div></div>	67%	<div></div>	18%	<div></div>	86%		0%
CITY PLANNING	4		4		0%	<div></div>	15%	<div></div>	50%	<div></div>	0%	<div></div>	*		0%
ACCOUNTING	6		6		0%	<div></div>	20%	<div></div>	100%	<div></div>	20%	<div></div>	*		*
FINANCE	3		3		0%	<div></div>	0%	<div></div>	0%	<div></div>	0%	<div></div>	0%		*
Other (Less than 24 payments in five months)	33	2	40	<div></div>	5%	<div></div>	29%	<div></div>	14%	<div></div>	18%	<div></div>	9%		0%
Grand Total	776	120	896	<div></div>	13%	<div></div>	16%	<div></div>	23%	<div></div>	27%	<div></div>	24%	<div></div>	19%

\* Small number of payments were vouchered for this department during the period

Source :Accounts Payable Collected 6.17.2013-6.25.2013

## Results for Capital and Grants Payments Vouched for the Month of May 2013

	2013					2012									
	May-13				April	March	February	January	Aug-Dec						
Department	<=60	>60	Total	%>60 Days	%>60 Days	%>60 Days	%>60 Days	%>60 Days	%> 60 Days						
PUBLIC WORKS	17	20	37	<div></div>	54%	<div></div>	12%	<div></div>	29%	<div></div>	19%	<div></div>	28%	<div></div>	49%
HOMELAND SECURITY	13	5	18	<div></div>	28%	<div></div>	37%	<div></div>	20%	<div></div>	13%	<div></div>	40%	<div></div>	12%
CAPITAL PROJECTS	57	18	75	<div></div>	24%	<div></div>	10%	<div></div>	16%	<div></div>	32%	<div></div>	26%	<div></div>	22%
OCD	128	15	143	<div></div>	10%	<div></div>	14%	<div></div>	13%	<div></div>	25%	<div></div>	19%	<div></div>	19%
HEALTH	87	4	91	<div></div>	4%	<div></div>	10%	<div></div>	8%	<div></div>	6%	<div></div>	8%	<div></div>	20%
MAYOR	26		26		0%	<div></div>	12%	<div></div>	14%	<div></div>	6%	<div></div>	19%	<div></div>	4%
CRIMINAL JUSTICE	1		1		0%		0%	<div></div>	0%	<div></div>	11%	<div></div>	9%		0%
PROPERTY MANAGEMENT						<div></div>	99%		0% *				0%		0%
INSPECTOR GENERAL	1		1		0%	*	*				0%	<div></div>	14%	*	
SANITATION						*		<div></div>	100%	<div></div>	100%	<div></div>	93%	*	
Other (Less than 16 in 5 months)	1	1	2	<div></div>	50%		0%	<div></div>	17%	<div></div>	55%	<div></div>	43%	<div></div>	23%
Grand Total	331	63	394	<div></div>	16%	<div></div>	25%	<div></div>	15%	<div></div>	26%	<div></div>	24%	<div></div>	22%

\* Small number of payments were vouched for this department in 2012

Source :Accounts Payable Collected 6.17.2013-6.25.2013

# Procurement Process Map/City of New Orleans

\* Note map is not all inclusive. It provides guidance of the general process

## Requisition

**User Entity**  
 1) Creates requisition (departmental need)  
 2) Prepares requisition on AFIN System (Capital Expense and Grants) or BuySpeed (General Fund)  
 3) Completes Requisition and sends documents for approval

**Approval of requisition**  
 1) Director  
 2) Budget  
 3) Finance

## Procurement

**Office of Procurement**  
 1) Receives requisition  
 2) Accepts requisition  
 A) Conversion of requisition to PO  
 B) Process requisition for a Bid (3 weeks)  
 C) Process requisition for an RFP (2 weeks)  
 3) Sends PO to Vendor and User Entity  
 4) Provides bid/rfp package to User Entity

**Professional Services**  
 Under 15K: No RFP process (Contract)  
 Over 15K : RFP Process (Contract)

**Materials Supplies Non. Professional**  
 Under 1K: No Bid  
 Between 1K-20K: Informal Bid  
 Over 20K: Formal Bid  
**Construction and Public Works**  
 Under 150K: Informal Bid  
 Over 150K: Formal Bid

1) Bid / RFP Package to Department to gather required forms

1) PO to User Entity and Vendor

## Contract Creation and Routing

**User Entity**  
 1) Receives Bid/RFP Package from procurement  
 2) Gathers required forms (DBE, Tax Clearing, Felon Affidavit etc.)  
 3) Routes Contract Package with forms through contract approval process (New) or Submits Contract Package to Law before routing (Old)

**Routing and Approval of Contract Package**  
 1) Deputy CAO/ Deputy Mayor  
 2) Civil Service  
 3) Office of Procurement  
 4) Director Finance  
 5) CAO

## Contract Processing and Approval

**Law Department + Mayor's Office**  
 1) Receives Contract Package and reviews for completeness.  
 2) If Contract Package missing approvals, contract is routed by the law department (Old)  
 3) If Contract Package complete (New), assign attorney to perform review.  
 4) Complete review and route contract to City Attorney for review and signature  
 5) Route contract to Mayor's Office and signature by Mayor  
 6) Route copies of contract (4) to Procurement, Vendor and User Entity. Law Department keeps one.

**Signed Contract**

## Payment

**User Entity**  
 1) Routes (1) copy of the Contract to the Vendor  
 2) When invoice from Vendor is received, route payment voucher request to Accounts Payable for payment

**Account Payable**  
 1) Receives Payment Voucher and performs 3 way match  
 2) Process payment (review and printing)  
 3) Forwards payment to Vendor

1) Payment to Vendor

## Supplemental Procurement

**Office of Procurement**  
 1) Receives Contract and reviews  
 2) Creates PO and sends to vendor

1) PO to User Entity and Vendor

## Evaluation Form

Are you a city employee or a member of the public?

On a scale 1-5, how useful was this meeting to you (1= least useful and 5= most useful)?

What's working?

What's not working?